

## Chapter 3 Requesting Procedures

### 3-1. General.

a. Commanders must exercise strict control of requests, receipts, accountability and use of all ammunition items, and ensure proper accountability of residue.

b. Ammunition drawn from the Ammunition Supply Point (ASP) will be accounted for on DA Form 581, Request for Issue and Turn-In of Ammunition, Table 2-2. Ammunition drawn for basic load, contingency/operational load requirements or guard purposes will be entered in unit property books for accountability and national stock and lot number control.

### 3-2. Requesting Procedures.

a. Units will comply with the following:

(1) Use DA Form 581 as prescribed by DA PAM 710-2-1, Using Unit Supply System, and this SOP to draw or turn in ammunition for training. Under no circumstances will units process more than one action or document for the same pickup date. Units must consolidate multiple documents or change the pick up date.

(2) Prepare and process DA Form 581, IAW Table 3-1. Forward the original and five copies to the ASP NLT six workdays, including pick up day. When calculating the six-day requirement, do not include national and Corps holidays, weekends or any announced closures of the ASP.

(3) Requests submitted less than six workdays prior to the pickup date must be accompanied by a memorandum of justification for lateness, signed by the first O-5 in the chain of command or higher level commander.

(4) Memorandums of Lateness must first be approved by Range Control who will annotate date of original range request. In cases where ranges were substituted, substitution date must be included.

(5) Submit thru command channels the basic load requirements, DA Form 581, see table 3-2, to the 2d Support Center CMMC, Munitions Division, for those items reflected on the unit's approved Authorization Recapitulation.

(6) Request all document cancellations in writing on a memorandum signed by the Commander or Brigade Ammunition Manager, and processed through normal channels to the ASP.

(7) Use Training Event Codes when requesting ammunition to be issued. (See DA PAM 710-2-1, Training Event Codes). Time of pick up will be established by the ASP. Use only one Training Event Code per each DA Form 581 and 581-1.

(8) Indicate on DA Form 581 a statement of justification if a requirement exists for a particular lot number to be issued.

(9) Outline circumstances on DA Form 5811-R, Certificate, Lost or Damaged Class V Ammunition Items (LRA), when training/mission precludes recovery of residue when drawing ammunition for deployment. The certificate must be signed by the unit commander in Part I - Certification and Part II - Action must be completed by the first O-5 (or, in the absence of the O-5, his/her deputy) in the chain of command.

b. Only commissioned officers, warrant officers, or noncommissioned officers in the grade of SFC and above may be delegated the authority to request ammunition. Both the requesting and approving authorities are required to provide DA Form 1687, Notice of Delegation of Authority Receipt for Supplies, to the ASP. Requestor cannot be the receiver on the same DA Form 581. (See para 2-32, b(1), DA Pam 710-2-1).

c. Classified ammunition must be received by a SSG (E-6) or above, designated on the DA Form 1687 as being properly cleared to handle classified materiel. Category I and II items will be signed for by a two-person team, members of whom must be SGT (E-5) or above who have in their possession, a valid ammunition handlers card. This requirement will not be waived. Members E-4 and below cannot sign for Categories I and II items from the ASP. The following DODICs are included in these categories and include all "ready to fire" missiles and rockets; i.e., AT-4, Stinger, Redeye, Dragon and LAW. (DODICs: C995, G880, G881, G892, G910, G911, H110, H553, H557, H581, H712, K143, K145, M020, M022, M023, M418, M420, M421, M832, M957, PB71, PC25, PJ01, PJ04, PJ08, PL23, PL83, PL90, PM90.)

d. Units are only authorized to submit one DA Form 1687 per battalion.

e. DA Form 1687 will be valid for a period not to exceed one year and will be reviewed quarterly for accuracy. ASP requires the original copy. Photocopies and FAX copies will not be accepted.

f. Commanders of officers appointed as Ammunition Managers, and all others delegated authority to request and receive ammunition, will cause a request for records check to be prepared. Use DA Form 7281-R, Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation Records IAW AR 190-11.

g. The DA Form 7281-R will be forwarded to the Unit's Security Manager within five workdays for processing, after the officer is appointed. Unit commanders are responsible for ensuring the DA Form 1687, stamped by the Provost Marshal's Office, is provided the ASP Accountable Officer. The Unit Security Manager will ensure the original copy of DA Form 7281-R is furnished to the Chief, ASP after processing thru the Provost Marshall's Office.

### 3-3. Accountability Upon Receipt.

#### a. Accountability.

(1) Basic Load Ammunition. Accountability for basic load ammunition stored and maintained on stock records at the ASP will remain with the ASP. Basic load issued from the ASP to a requesting unit will be accounted for on unit property book in accordance with procedures in DA PAM 710-2-1, Chapters 4 and 5. Basic load will not be expended for training during EDRE or exercise without FORSCOM approval.

(2) Operational loads of Class V supplies will be maintained on unit property books and controlled through hand receipt procedures. See procedures in Chapter 3 of this SOP and DA PAM 710-2-1, which outline the use of DA Form 5203, DODIC Master/Lot Locator Record, and DA Form 5204, Serial Number Record.

(3) When operational loads are issued for expenditure, the hand receipt procedures outlined in DA PAM 710-2-1 will be used.

(4) Training Ammunition. Account for training ammunition in accordance with Chapter 3, this regulation and DA PAM 710-2-1. Units will use DA Form 5515, Training Ammunition Control Document, as a hand receipt for issuing ammunition from parent unit to subordinate unit, from one supervisory level to another, or from one person to several recipients. The DA Form 5515 will also be used as a turn-in document for unexpended ammunition and residue from the hand receipt holder to the level that originally drew the ammunition from the ASP, when the training event is completed. See DA PAM 710-2-1, Figure 11-2, for documentation flow.

(5) The organization which receives the ammunition on

DA Form 581, will maintain a copy of each sub-issue DA Form 5515 to provide an audit trail of expenditures, and of all ammunition down to the first line supervisor (Sergeant or equivalent) closest to the soldiers who will fire the ammunition.

b. Unit Basic and Operational Loads.

(1) The unit commander or designated representative, NCO, warrant officer, commissioned officer, or DOD civilian, will inventory ammunition by lot number and serial number (if assigned) and conduct a monthly serviceability check. Inventories will not be accomplished by unit armorers nor will the same person inventory twice in a row.

(2) Accomplish inventory actions in accordance with DA PAM 710-2-1, Chapter 9.

(3) Results of the inventory will be forwarded to the Property Book Officer (PBO) as part of the sensitive items inventory.

c. Control.

(1) Commanders must control requests and use of ammunition and components. No more than the required amount will be requested at one time. Submit additional requests for extended or sustained range firing as required. Exceptions will be approved only when training off the Fort Bragg reservation. Requests for exception will be submitted to the 2d Support Center CMMC, Munitions, Division.

(2) Units will establish internal controls, such as hand receipt accountability in accordance with AR 710-2 and DA PAM 710-2-1, for continuous accountability and responsibility for ammunition and components. The following applies:

(a) All munitions must be under continuous and positive control. Additionally, Category I and II munitions must also be secured in a MILVAN or CONEX container, under constant surveillance by an Intrusion Detection System (IDS). Additionally, all Category I Missiles and rockets stored at a Ft Bragg temporary Field ASP can only be stored in an approved container (e.g., CONEX, MILVAN, SEAVAN) or in a site-surveyed and approved enclosed storage building. Said items will not be stored in an open area. The approved container must be secured with two approved medium or low security locks. A key control system for the locks must be established so no one person will have possession or control of both keys.

(b) Usage of ammunition, once drawn, by other than the drawing unit is authorized provided the original drawing unit

representative retains the responsibility and accountability for the ammunition and residue. The unit drawing ammunition from the ASP will remain responsible for the return of unused ammunition or residue.

(c) Use DA Form 2064, Document Register for Supply Actions.

d. Procedures for the use of the Training Ammunition Management Information System (TAMIS) Authorization Report. This document is the base for maintaining a continuous running balance of the remaining annual training authorization for the MSCs. Each MSC will formally inform their subordinate units of their portion of MSCs authorization. Each MSC will make adjustments for changes in authorizations. The running balance will be made on the report itself or on an attached sheet of paper. Subordinate units will maintain running balances using the document given to them by their MSC or on an attached sheet of paper.

e. Procedures for use of DA Forms 2064, 5203, and 5204. Prepare a DA Form 5203 for each DODIC and DA Form 5204 for each missile or item possessing a serial number. When ammunition is received from the ASP, post receipts from the DA Form 581 to DA Form 2064, DA Form 5203, and DA Form 5204, if applicable.

(1) On the expendable document register, DA Form 2064, post the date and quantity received for the first item on DA Form 581.

DA Form 3151-R, Ammunition Stores Slip, and DA Form 581 are to be maintained as supporting documentation.

(2) For each DODIC received, enter the date and quantity received on DA Form 5203. Enter document number of the DA Form 581 and update the balance on-hand. Enter the serial numbered items on its respective DA Form 5204. Refer to DA PAM 710-2-1, Chapter 11, for detailed description of filling out these forms. These forms will be maintained in the visible files in DODIC sequence IAW AR 5-13 Training Ammunition Management System Revised (TAMIS-R).

(3) DA Forms 2064, 5203, and 5204 will be posted as indicated in d, above, as a loss for issues on DA Form 5515, as a gain for items returned on DA Form 5515, and as a loss for those items turned in to the ASP on DA Form 581.

f. Procedures for use and preparation of DA Form 5515.

(1) The activity that maintains the DA Forms 5203 and 5204 will assign the document number to the DA Form 5515 from the expend-

able document register. Post the DA Form 5203 and DA Form 5204, as appropriate, for all items on the DA Form 5515 with the date issued, document number, unit designation, quantity, and remaining on-hand balance.

(2) A different DA Form 5515 is used for each issue to subordinate levels, but is not used to issue ammunition lower than the first line supervisor (SGT) (for Category I and II items, two each E-5's or above) of the individuals who will be firing the ammunition. The document number placed on the original DA Form 5515 by the level receiving the ammunition from the ASP will be perpetuated at each subordinate level.

(3) The activity that first issued the ammunition on DA Form 5515 will reconcile ammunition and residue returned against quantity drawn. Note all shortages, verify shortage statements, sign in appropriate blocks, and post the document register as completed, and date completed. Post the quantity of live rounds turned in on the appropriate DA Form 5203 and DA Form 5204.

(4) Additional sub-issues may be made utilizing the second part of the DA Form 5515 and additional DA Forms 5515. (See DA PAM 710-2-1, Figure 11-12 for document flow.) The organization which receives ammunition issued on DA Form 581 will maintain a copy of each sub-issue DA Form 5515 to provide an audit trail of expenditures of all ammunition down to the first line supervisor. A copy of each supporting DA Form 5515 will be attached to the issue DA Form 581.

g. Preconfigured Loads.

(1) Ammunition and explosives rigged or preconfigured for rapid deployment, and not stored in structures, will be inventoried monthly. If there are indications that loads have been tampered with, loads will be inventoried immediately.

(2) Loads will be secured and checked in accordance with AR 190-11, Physical Security of Weapons, Ammunition, and Explosives. Checks for tampering will be documented.

h. Sensitive items. Sensitive explosives and hazardous items must be inventoried monthly by quantity, lot number, and if applicable, serial number. These items are identified with a Controlled Inventory Item Code (CIIC) of 1, 2, 3, 4, 5, 6, 8, 9, N, P, Q, or R on the Army Master Data File (AMDF).

i. Custodian transfers. An inventory of ammunition and explosives, between authorized persons, will be conducted upon transfer of the key custody for facilities storing ammunition.

j. Control of Demolitions and Components.

(1) Demolition items will be issued only to authorized Explosive Ordnance Disposal (EOD), USASOC and Combat Engineer units.

Exceptions will be considered on a case-by-case basis. Such requests will be submitted to the RBC Training Ammunition Section, through command channels. Explosives in this category include: demolition charges (C-4, TNT, shaped charges, cratering charges, and dynamite), anti-personnel mines, antitank mines and firing devices, blasting caps, time fuses, igniters, primers, and detonation cords.

(2) The Unit Range Officer In Charge (OIC) (SFC or above) will sign DA Form 581 or DA Form 5515 and control all items coded with a "T" as listed in DA PAM 710-2-1.9

(3) The Unit Range Safety Officer (SSG or above) will certify quantity drawn, quantity consumed in training at the range (DA Form 5692-R), and the quantity to be returned.

(4) The Unit Range Safety Officer will personally observe placement of charges, actual detonation, and certify the quantity of all items expended. Certification will be accomplished on DA Form 5692-R, Ammunition Consumption Certification.

(5) A warrant officer, or above, will perform the Unit Range Safety Officer duties at any training event requiring the expenditure of explosives at other than U.S. Army installations or when Category I items are used in live-fire exercises.

(6) The original copy of each certification or expenditure will be attached to the turn-in document, DA Form 581 or DA Form 5515. The Unit Range Safety Officer will sign the expenditure statement placed in block 28 of DA Form 581. The ASP will not clear units without the required certificates and signatures.

(7) The following policy applies to control of claymores, fragmentation grenades, Light Antitank Weapon (LAW), and AT-4:

(a) Units authorized these items will forecast requirements and draw directly from the ASP.

(b) The Unit Range OIC will inventory and sign for the items from the responsible individual, control items during training,

and reinventory, and sign residue and unexpended items to the responsible individual, upon completion of training.

(c) The Unit Range Safety Officer (SSG or above) will certify quantity drawn, quantity consumed in training at the range, and the quantity to be returned.

(d) When Category I items, e.g., LAWS, AT4, Dragon, etc, are used in live-fire exercises, a commissioned or warrant officer in the chain of command will certify the quantity consumed.

(8) The original copy of each certification of expenditure will be attached to the turn-in document, DA Form 581, and provided to the ASP during the turn-in/reconciliation process. Units will be prohibited from future issues until the unit is cleared. All Category 1 missiles and rockets require a consumption certificate for each serial number. This certificate will be accompanied by the Missile Firing Data Report for all missiles.

(9) Prior to training, a demolition plan will be prepared by each unit when explosives are used in demolitions (i.e., C-4, dynamite, and TNT), bulk explosives, and firing systems. A demolition plan is not required for Category I items, grenades, and mines. A copy of the unit demolition plan (DA Form 2203-R, Demolition Reconnaissance Report) will be provided to Range Operations at the time the unit requests use of the range. This plan will be used as a cross check against explosives reported as expended. Preparation instructions for this report are contained in Field Manual 5-25, Explosives and Demolitions. A demolition plan is not required when explosives are exclusively fragmentation grenades and claymores.

#### 3-4. Requesting Ammunition for Overhead Fire.

a. Only ammunition cleared by the Industrial Operations Command (IOC) will be issued for overhead fire.

b. Range Control will be notified by the unit not later than 30 days prior to the use of the ammunition so that appropriate ranges may be assigned.

c. If previously cleared ammunition lots become unsuitable for overhead fire, Ammunition Surveillance will notify the Ft Bragg ASP Chief. The ASP Chief will notify the unit, Range Control, and the RBC Training Ammunition Section immediately.

d. If ammunition requested is to be used for overhead fire, units must enter in the remarks block of DA Form 581 the statement:

"To be used for overhead fire." This entry must be underlined in RED.

### 3-5. Unforecasted Requests and Procedures.

a. Unforecasted requests are increases to previously submitted forecasts for requirements less than 120 days in the future.

b. Unforecasted requests will not be accepted by the RBC Training Ammunition Section without a statement of justification signed by an O-5 Commander, or higher level authority. Such requests will be approved or disapproved on a "fill or kill basis" and processed as follows:

(1) Unforecasted unit requests will not be considered if the MSC has forecasted ammunition remaining for the month. Once the MSC's monthly forecast for the item(s) is expended, then the unforecasted ammunition request will be processed. Units will hand-carry unforecasted requests signed by the unit commander to the MSC. The MSC will coordinate with the 2d Support Center CMMC, Munitions Division to determine whether the unforecasted request can be supported.

(2) Because of Fort Bragg's mission, which often requires late notification of ammunition requirements to meet unscheduled deployments and other contingencies, unforecasted requirements will not be processed until 14 days prior to the required pickup date. This will ensure that the ammunition is available after approval of the unforecasted request.

(3) The RBC Training Ammunition Section will approve an unforecasted request only after they have verified, with the 2d Support Center CMMC, Munitions Division, that the unforecasted request is supportable from the excess ammunition on-hand. If the request can be supported, the MSC will be notified of the approval. Unforecasted requirements involving national shortage items (CALS) will not be approved by CMMC.

(4) After approval, the unit will handcarry the unforecasted request to the RBC Training Ammunition Section at least 10 working days prior to the pickup date. The DA Form 581 will be approved by the RBC Training Ammunition Section and one copy will be retained and one copy will be transmitted by FAX, or other means, to 2d Support Center CMMC, Munitions Division for accountability.

(5) If unforecasted items are not on hand above the 120 day requirement, RBC Training Ammunition Section will determine which major activity account the items will be taken from, if any.

c. In cases where a unit's range schedule was advanced by Range Control on short notice (less than 60 days into the month previous to the forecasted month), and the ammunition is available, the issue will be treated as being unforecasted but supported. Those issues caused by schedule changes must be verified with Range Control by the RBC Training Ammunition Section.

### 3-6. Off-Post Training.

a. Any Active Component (AC) unit requesting training ammunition to support off-post exercises will perform the following:

- (1) Inform the RBC Training Ammunition Section of the requirement. Include required pickup dates and training dates.
- (2) Process requirement through appropriate unit channels, to the RBC Training Ammunition Section.
- (3) All requests will be submitted at least 120 days prior to the pickup or STARTEX date, allowing the supporting installation to show the demand in its forecasting system. If the request is submitted less than 120 days, unit may not receive full support required. All OCONUS training requests will be submitted 180 days prior to the training date.
- (4) Shipment fund cite from Fort Bragg will be the responsibility of the training unit, if ammunition has already been placed on the ground at Fort Bragg.

### b. Unit Processing Procedures.

- (1) Prepare a separate training ammunition forecast containing only the items requested for a specific off-post training event. This forecast is for use by the 2d Support Center CMMC, Munitions Division, to identify training ammunition requirements for specific events. (See Appendix B).
- (2) Units listed in Appendix B will handcarry one copy of the off-post training ammunition forecast through the MSC to the RBC Training Ammunition Section NLT 120 days for CONUS training, or 180 days, for OCONUS training, prior to the start of scheduled training or ammunition pickup date, if that date is prior to STARTEX.
- (3) The RBC Training Ammunition Section will provide the forecasts, and coordinate with the installation where training is to be conducted, for those items ordered and provided by the supporting

training installation. Appendix B designates those units to receive this support from the RBC Training Ammunition Section.

(4) Units will return one completed copy of every DA Form 581 or DD Form 1348 to the RBC Training Ammunition Section NLT 15 days after return to Fort Bragg. Units failing to furnish copies of issue/turn-in documentation will be charged full requested quantities from their annual authorization.

c. The RBC Training Ammunition Section will:

(1) Receive one copy of the special off-post training ammunition forecast NLT 120 days prior to CONUS training, or 180 days prior to OCONUS training, of the start of the scheduled training or ammunition pickup date, if that date is prior to STARTEX.

(2) Review for correctness the authorization for off-post training requirement.

(3) Verify the validity of off-post training before approving ammunition requests.

(4) Notify the off-post training ammunition manager or ASP of training dates, pickup dates, DODICS, quantities and any other information necessary to requisition the ammunition.

d. 2d Support Center CMMC, Munitions Division, will:

(1) Coordinate with the ASP, other installations, or National Inventory Control Point (NICP) to ship ammunition from and to Fort Bragg or to other installations, as required.

(2) Notify the RBC Training Ammunition Section of any problems.

e. Commanders of units listed at Appendix B will ensure that their units are authorized the ammunition to be expended during off-post training.

### 3-7. Request for Salvage/Residue Items.

a. The Fort Bragg ASP will accept a DA Form 581 for issue of items to using units when required for training purposes. Requests will be signed by the appropriate commander and provide a clear statement as to how the requested items are to be utilized. Requests may be handcarried in two copies to the ASP for approval, which will be based on availability of items requested. The same procedures

apply for reportable items. Items must be returned upon completion of training. Reconciliation of issue documents will apply.

b. Units may request residue/salvage items when required for utilization on a permanent non-training type basis. The request will contain a clear, concise statement indicating the purpose for which the item is requested, and that it is requested for permanent issue.

This request must be approved by the accountable officer, or his designated representative.

### 3-8. Ammunition Basic Load (ABL). Responsibilities and Procedures.

a. The 2d Support Center CMMC, Munitions Division will:

(1) Approve the issue of ABL to using units.

(2) Provide guidance to the RBC/ASP on storage priority for ammunition at installation or Army Materiel Command (AMC) depot.

(3) Receive from FORSCOM the ABL for all installation units and RC units mobilizing at Fort Bragg. Documents received will be checked to ensure one is received for each unit. Notify FORSCOM of all shortages.

(4) Forward two copies of the ABL authorization and Load Authorization Recapitulation (printout) through the MSC to the applicable unit. Retain one copy in suspense.

(5) Receive two copies of the ABL authorization and Basic Load Authorization Recapitulation, DA Form 1687, assumption of command/appointment orders, original plus six copies of DA Form 581, and a complete MTOE from AC and USAR units. Review data returned by the unit for completeness and accuracy IAW FORSCOM Regulation 700-3, Ammunition Basic Load.

(6) Receive two Copies of the approved ABL, Department of Defense Ammunition Code (DODAC) Summary Report and seven copies of DA Form 581 from NG units. Notify appropriate NG State Headquarters when the ABL is not received for NG units.

(7) Administratively approve the ABL data and the basic load request (DA Form 581) for AC and USAR units IAW FORSCOM Regulation 700-3. The date of review will be recorded as approved and initialed by the reviewer.

(8) Consolidate requirements for storage at the ASP. Submit requisitions for approved basic load items to be stored on Fort Bragg IAW FORSCOM Regulation 700-3, Chapter 3.

(9) Annotate the appropriate storage location (installation or depot) and the requisition number on the approved copies of the Basic Load Authorization Recapitulation (AC and USAR) or ABL, DODAC Summary Report (NG).

(10) Ensure that basic load documents are distributed accordingly; ABL Authorization and Basic Load Authorization Recapitulation (printout): Original to FORSCOM; copies 1 and 2 to AC, USAR, and NG units; copy 3 to Support Operations, Munitions Branch; and maintain one file copy.

(11) Return two copies of ABL, DODAC Summary Report to the appropriate NG State Headquarters.

(12) Distribute DA Form 581 as follows: Original and four copies maintained in suspense at the ASP, one copy to the unit, and one copy to the 2d Support Center CMMC, Munitions Division. For 82d Airborne Divisional units, one copy must also be furnished the Division Ammunition Officer.

(13) Notify storage sites of any changes in storage requirements. Annually reconcile prepositioned requisitions with the NICP.

(14) Perform an annual review of basic load documentation with MSCs to ensure the accuracy of the loads. Review will be conducted in conjunction with unit reviews. The date of review will be recorded as approved and initialed by the reviewer.

(15) Monitor stock status of ABL at Fort Bragg and AMC depots. Check ABL supply actions by reviewing the approved Recap and the Basic Load Requisition Status List provided by AMC. Report discrepancies noted on the Basic Load Requisition Status List to the NICP, as appropriate; identify any problems to 1st COSCOM, Support Operations Division, Munitions Branch.

(16) Initiate action through FORSCOM G4 with approval from XVIII Airborne Corps EOC for release of shipment of unit ABL stored at AMC depot, IAW FORSCOM Regulation 700-3, when notified of unit deployment.

(17) Provide Headquarters, FORSCOM, ATTN: AFLG-SMS, the name, address, office symbol, and DSN number of the designated ABL manager. Subsequent changes will be provided to FORSCOM as frequently as changes occur.

(18) Conduct an annual review of the Installation Mobilization File located at the ASP, IAW FORSCOM Regulation 700-3. The review will ensure that requests for issue are prepositioned with supporting documents. The Mobilization File consists of XVIII Airborne Corps units, Fort Bragg tenant units and Army Reserve/National Guard units assigned to Fort Bragg as their mobilization station. Results of the review will be forwarded to Headquarters, FORSCOM, ATTN: AFLG-SMS, Fort McPherson, GA 30330-6000.

b. The RBC/ASP will:

(1) Ensure that ABL stored at Fort Bragg is properly identified.

(2) Ensure that any issue of ABL is approved by 2d Support Center CMMC, Munitions Division.

(3) Maintain an ABL file folder for each unit designated to mobilize at the installation. The ABL file will contain an approved copy of the ABL prepositioned request for issue of ammunition DA Form 581, current assumption of command orders or property book officer appointment, and a current DA Form 1687.

c. Major Subordinate Commands will:

(1) Ensure that units within their chain of command have performed an annual review of their basis load and have submitted the required documentation, Ammunition Basic Load Authorization/Recapitulation and DA Forms 581, in compliance with FORSCOM Regulation 700-3. Additionally, ensure units have reviewed DA Forms 1687 and assumption of command/appointment orders for ABL and that they are current and valid.

(2) Ensure MTOE changes are reviewed and that all updates or required changes to authorizations are submitted in a timely manner.

(3) Review and forward all requests for increases or changes in authorization of basic loads through 2d Support Center CMMC, Munitions Division to FORSCOM. Requests will include justification for the change based on mission requirements verified by the command.

(4) Perform an annual review of the command's basic load with the 2d Support Center CMMC, Munitions Division.

d. Units will:

(1) Perform an annual review of their ABL to ensure that personnel and equipment authorizations are correct, and the proper amount of ammunition is identified IAW FORSCOM Regulation 700-3. This review will be before the anniversary of the approved documents. Newly appointed commanders will review ABL requirements NLT 45 days after appointment.

(2) Review ABL Authorization and Basic Load Authorization Recapitulation (printout), once received. If no changes are required, the approved Basic Load Authorization, Basic Load Recapitulation, and DA Form 581 will be handcarried through command channels to the 2d Support Center CMMC, Munitions Division. Negative reports are required.

(3) Post appropriate changes, if required, to the ABL Authorization Recapitulation to show the total ammunition requirements by DODAC. Ensure ammunition requirements are based on the quantity of weapons and equipment required. Handcarry updated ABL Authorization, Basic Load Authorization Recapitulation, and DA Form 581 to the 2d Support Center CMMC, Munitions Division, NLT the 10th of each month.

(4) Sign the DA Form 581 (Commander or authorized Property Book Officer (PBO) and assign a document number prior to submission. A change in commander or PBO will require that DA Form 1687 and DA Form 581 for basic load be updated, inclusive with assumption of command/appointment orders, by the responsible unit to ensure they are current.

(5) Submit two copies of the Basic Load Authorization/Recapitulation, the original, plus six copies of the DA Form 581, DA Form 1687, assumption of command/appointment orders and a complete MTOE to 2d Support Center CMMC, Munitions Branch.

(6) Retain two copies of the ABL Authorization and Ammunition Basic Load Authorization Recap on file, along with the suspense copy of basic load request (authenticated DA Form 581). The ABL Authorization/Recapitulation will be administratively approved and returned to the unit.

(7) Ensure that a current DA Form 1687 and assumption of command/appointment orders are provided to the ASP. A separate DA Form 1687 designating those personnel authorized to receipt for classified material is required for those units authorized classified material.

(8) Prepare ABL computations manually according to the instructions in FORSCOM Regulation 700-3. The AC and RC Table of Organization and Equipment (TOE) units that do not receive the automated ABL data, will send manually prepared basic load data and DA Form 581 to the 2d Support Center CMMC, Munitions Division for administrative approval.

(9) Ensure the additional/different types of ammunition, other than that authorized by FORSCOM Regulation 700-3, are supported by supplements to ABL, with justification (based on mission requirements) and submitted by memorandum through the chain of command, to the 2d Support Center CMMC, Munitions Division, ATTN: AFVH-MM-MD, Fort Bragg, NC 28310-5000.

(10) Alert command of upcoming changes in authorizations based on TOE changes and prepare request as required.

(11) Upon receipt of an advance movement or inactivation directive, immediately notify the 2d Support Center CMMC, Munitions Division.

(12) Contact the Ammunition Surveillance Branch in order to schedule the required inspections of the ammunition basic load that is being stored on the installation at a location other than the ASP. Additionally, units will maintain property book accountability as prescribed in AR 710-2 and DA PAM 710-2-1. Changes affecting on-hand basic load will be submitted to reach the 2d Support Center CMMC, Munitions Division, NLT the 10th of each month. Negative reports are required.

(13) The expenditure or disposition of Category I missiles and rockets contained in basic loads, and reportable under the Department of Defense Small Arms Serialization Program (DODSASP), will be reported to the RBC, ATTN: DODSASP Manager, by serial number, with an information copy to the 2d Support Center CMMC, Munitions Division.

(14) The Ammunition Surveillance Branch will conduct basic load inspections and provide technical assistance to all units on Fort Bragg storing ammunition. Ammunition Surveillance Branch will inspect basic load assets no less frequently than every 12 to 15 months in accordance with SB 742-1, Ammunition Surveillance Procedures, Section IX.

e. Submission of DA Form 581.

(1) DA Form 581, (See Table 3-2 for instructions), will be submitted through command channels to the 2d Support Center CMMC,

Munitions Division, for those items reflected on the unit's approved authorization recapitulation.

(2) Separate DA Forms 581 will be submitted for TAT (To-Accompany-Troops) and NON-TAT (Not-To-Accompany-Troops) ammunition. TAT and NON-TAT ammunition is stored at the following locations.

(a) TAT ammunition: Fort Bragg

(b) NON-TAT ammunition: AMC Depots

(3) Basic load DA Form 581 will remain valid until superseded.

f. Procedures.

(1) As soon as the need for drawing Ammunition Basic Load has been identified, the notification procedure should be started.

(2) During duty hours.

(a) In the event of a deployment (to include EDREs), 1st COSCOM Support Operations, Munitions Section will notify 2d Support Center CMMC, Munitions Section, and the ASP of unit authorized to draw ABL.

(b) 1st COSCOM Support Operations Munitions Section will identify the unit's issue priority and will coordinate with the ASP for pickup times.

(c) Units will handcarry their DA Form 581 packets (separate DA Form 581s for TAT and NON-TAT ammunition) and DA Form 1687 to the 2d Support Center Munitions Section for validation and approval. Units will then process their DA Form 581 packets through 1st COSCOM Support Operations Munitions Section for approval. Once approved, the unit will process their DA Form 581 packets through the ASP for issue.

(3) After duty hours.

(a) Procedures are the same as above except the XVIII Airborne Corps EOC will notify the RBC On-Call Officer and the 1st COSCOM Staff Duty Officer.

(b) The 1st COSCOM Staff Duty Officer notifies the 1st COSCOM Support Operations Division, Munitions Branch, who in turn contacts the 2d Support Center Munitions Division.

(4) For those items stored at AMC depots, the 2d Support Center Munitions Section will prepare a message IAW the format provided in FORSCOM Regulation 700-3. The message will be sent to Commander, FORSCOM, ATTN: AFLG-SMS, Fort McPherson, GA 30330-6000, requesting unit basic load be shipped to the installation or forward staging base as required.

(5) Emergency Deployment Readiness Exercise request procedures (EDRE).

(a) Issue of ammunition (ABL/Contingency) is authorized for a Corps level EDRE. Issue of ABL/contingency ammunition for subordinate command EDREs is approved by the XVIII Airborne Corps ACoS, G3.

(b) U.S. Army Forces Command level and Corps level EDREs take precedence over routine operations at the ASP.

(c) The EDRE procedures are the same as actual issue procedures.

(d) The ASP support of MSC-called EDREs, involving the actual issue of Basic Load Ammunition under the control of the ASP, is considered on a case-by-case basis, workload permitting. Should conflicts involving support occur, the MSC representative should utilize the chain of command/chain of support for resolution. If the conflict cannot be resolved, then the XVIII Airborne Corps G3 will coordinate with RBC and 1st COSCOM G3, Support Operations Munitions Section for resolution.

(e) If the EDRE is not being called by the XVIII Airborne Corps, the headquarters calling the exercise will perform all notifications required by the XVIII Airborne Corps.

(6) Actions upon notification.

(a) The EDRE ammunition issued will be subtracted from the unit's authorization and credited back to the account when the ammunition has been returned.

(b) The DA Form 581 and approved ABL printout go through the DAO/equivalent to verify documentation and ensure that all documents are current. The 2d Support Center CMMC, Munitions Division approved the issue.

(c) All documents are then processed through the ASP.

(d) Depot seals will not be broken on ABL issued during an EDRE or deployment exercise. ABL returned to the ASP with open containers or broken seals will require 100 percent inventory/inspection. If ammunition is damaged or missing, the ammunition inspector/accountable officer will initiate administrative actions (AR 15-6 investigation/Report of Survey) to determine cause and liability IAW AR 735-5. Maintenance, labor, and transportation cost of replacing, testing and repairing damaged or missing ABL may be assessed to individuals found liable. Ammunition accountability can not be transferred back to the ASP until the investigation is complete. ABL can not be drawn until released by the investigating officer.

(e) ABL will not be expended during training/EDREs. Request for ABL expenditures must be transmitted through Division Ammunition Officer/equivalent, through 1st COSCOM, G3, Support Operations, XVIII Airborne Corps to FORSCOM G4, ATTN: Ammunition Supply Specialist.

### 3-9. Operational Loads. Responsibilities and Procedures.

#### a. The 2d Support Center CMMC, Munitions Division will:

(1) Approve all issues and release of ammunition of operational load ammunition, which are not authorized by CTA 50-909, to using units.

(2) Monitor the stock status of operational loads.

(3) Consolidate all forecasts and requests for operational loads.

(4) Requisition all required authorized operational loads.

(5) Ensure the proper identification of all operational load ammunition received at the Fort Bragg ASP.

#### b. The ASP will:

(1) Ensure that issue of operational loads are accomplished only after approval by 2d Support Center CMMC, Munitions Division.

(2) Maintain the proper identification of all operational load ammunition that is received and issued by the Fort Bragg ASP.

#### c. Major Subordinate Commands will:

(1) Submit to the 2d Support Center CMMC, Munitions Branch, all requirements for operational loads. This will consist of a properly forecasted yearly requirement on DA Form 5514-R, TAMIS Training Ammunition Forecast Report.

(2) Ensure that requests for operational loads authorized or below CTA 50-909 authorizations are properly prepared on DA Form 581, (See Table 3-2 for instructions), and approved by the 2d Support Center Munitions Division. Requests for operational loads, other than those authorized by CTA, will be addressed through the 2d Support Center CMMC through 1st COSCOM G3, Support Operations Munitions Branch for FORSCOM G4 Munitions Branch.

(3) Report any concerns with operational load ammunition to 1st COSCOM Support Operations Division, Munitions Branch.

d. Units will:

(1) Maintain the operational load of Class V supplies on unit property books and control through hand receipt procedures. Hand receipt procedures outlined in DA PAM 710-2-1, Chapter 5, will be used when operational loads are issued for expenditure.

(2) Contact Ammunition Surveillance Branch for approval when units require storage of ammunition operational loads in unit areas. Requests for authorization/approval must be in memorandum format. (See QASAS AND Table 3-4 for instructions.) Only 1.3 and 1.4 class ammunition may be maintained in unit areas.

e. Ammunition Surveillance Branch will conduct inspections of all operational load and other types of ammunition annually. Units will contact Ammunition Surveillance Branch, (COM) 432-2666 or DSN 239-2666 or FAX 239-7129 to schedule an appointment. Ammunition Surveillance will inspect all ammunition, documentation, safety, security, etc. The unit must provide a subject-knowledgeable and Class V responsible person, two additional personnel for labor, required tools, supplies (e.g., paint, containers, stencils), weather appropriate location for inspection (e.g., if outside inspection, a GP medium tent) and other requested materials.

Table 3-1.

AMMUNITION ISSUE PROCEDURES - INSTRUCTIONS FOR COMPLETING A REQUEST  
FOR ISSUE, DA FORM 581

1. Prepare the DA Form 581 in seven copies.
  2. DA Form 581 is prepared in accordance with instructions below.
- Block 1. Mark with an "x."
- Block 2. Leave blank.
- Block 3. Enter unit document number and DODAAC.
- Block 4. Leave blank (ASP use only).
- Block 5. Enter page 1 of 1, 1 of 2, etc.
- Block 6. N/A - Preprinted on form.
- Block 7. Enter "Accountable Officer, Fort Bragg ASP,  
Fort Bragg, NC 28307-5000."
- Block 8. Enter unit, unit address, and UIC for TAMIS accounting  
purposes
- Block 9. Enter date and time that unit requests ammunition  
from the ASP.
- Block 10. Enter applicable type of ammunition request -  
training basic load, operational load, or other  
special account name.
- Block 11. Enter the month for which the ammunition is  
forecasted or "unforecasted" (training or  
operational load only). For basic load - leave blank.
- Block 12. Enter unit DODAAC.
- Block 13a. Enter the name and grade of requesting official as  
indicated on DA Form 1687.
- Block 13b. Enter the Julian date the request is signed.
- Block 13c. Signature of the requesting official as indicated on  
DA Form 1687.

TABLE 3-1  
Table 3-1. (CONTINUED)

INSTRUCTIONS FOR COMPLETING A REQUEST FOR ISSUE, DA FORM 581,

- Block 14a. Enter name and grade of approving official as indicated on Form 1687.
- Block 14b. Enter the Julian date the request is approved.
- Block 14c. Signature of approving official as indicated on DA Form 1687.
- Block 15. Enter item number.
- Block 16. Enter appropriate DODIC in Alpha Numeric sequence.
- Block 17. Leave blank (ASP use only).
- Block 18. Enter proper nomenclature. Enter the words "LAST ITEM" after the last entry.
- Block 19. Enter applicable unit of issue - ft, lb, ea, etc.
- Block 20. Enter quantity rounded to smallest unit pack.
- Block 21. Enter applicable training event code. Line thru blank if non-TAMIS item.
- Block 22 - 27. Leave blank (ASP use only).
- Block 28. If request is for training ammunition, enter the following:

"Required for immediate expenditure. Quantities requested are within authorized allowance. Ammunition not required will be returned."  
Training Dates: \_\_\_\_\_ thru \_\_\_\_\_.  
Ammunition will be picked up by: \_\_\_\_\_.  
Phone: \_\_\_\_\_.

If training ammunition is to be used for overhead fire enter the following comment and underline in red.

"To be used for overhead fire and/or infiltration course, flanking, or close support fire."

(Use appropriate statement if applicable.)  
Underline in red.

TABLE 3-1 (CONTINUED)  
TABLE 3-1 (CONTINUED)

If request is for basic load enter one of the  
following:

"Initial issue basic load" or "Required to replenish  
basic load." "Quantities are within authorized  
allowances."

Authority: (Unit TOE Number), FORSCOM Reg 700-3,  
Approved Ammunition Basic Load Authorization Recap.  
Location of Ammunition:

If request is for operational load ammunition enter  
the following:

"Quantities are within authorized allowances." or  
"Required for immediate expenditure within authorized  
allowances."

Authority: (CTA, TOE Number), FORSCOM Reg 700-3.  
Location of Ammunition:

Blocks 29 - 32. Leave blank. Write "non TAMIS-R" in block 32 for  
non-TAMIS items. Example: Grenade Bodies G811.

TABLE 3-2

DA FORM 581 - BASIC/OPERATIONAL LOAD REQUEST FOR ISSUE

ITEM NR	INSTRUCTIONS/REMARKS
1.	Place "X" by "Issue"
2.	Leave blank
3.	Enter Document Nr and Unit DODAAC
4.	Leave blank
5.	Enter "1" and total number of pages
6.	Enter Document Serial Number (i.e. AA581)
7.	Enter "Accountable Officer, Ft Bragg ASP, Ft Bragg, NC 28310
8.	Enter unit's mailing address and UIC
9.	Enter requested ammo pickup date
10.	Enter "UBL/OP" Note: If other than UBL/Operational Load, identify the appropriate account code (i.e., 118, etc)
11.	Enter the month for which ammo was forecasted. NOTE: Block #11 pertains only to Operational Loads.
12.	Enter unit's DODAAC
13a.	Enter name of person requesting the ammo. Note: Must be same as that which is on the DA Form 1687 maintained on file at the ASP.
13b.	Enter date request was prepared

13c. Enter Requestor's signature here. Note: Must be the same as that which is on the DA Form 1687 maintained by the ASP.

14a. Enter name of approving authority. Note: Must be the same as that which is on the DA Form 1687 maintained by the ASP.

14b. Enter date approving authority signed approving the request.

TABLE 3-2  
TABLE 3-2 (CONTINUED)

14c. Enter signature of approving authority. Note: Must be the same as that which is on the DA Form 1687 maintained by the ASP.

15. Enter the number of the item requested. If more than seven (7) items are being requested, use DA Form 581-1.

16. Enter correct DODIC for each item.

17. Leave blank

18. Enter proper nomenclature for each item.

19. Enter unit of issue (i.e., "EA," "FT," "LB," (etc.)).

20. Enter quantity requested for each item.

21.-27. Leave blank

28. Remarks: FOR BASIC LOAD, ENTER: "Initial Issue Basic Load" or "Required to Replenish Basic Load" and "Quantities are within authorized allowances."

Enter "AUTHORITY;" followed by Unit TOE Number, and "FORSCOM Reg 700-3, Approved Ammunition Basic Load Recap.

Enter "LOCATION OF AMMUNITION:" followed by clearly defined location of ammunition.

FOR OPERATIONAL LOAD, ENTER: "Required For Operational Load" or "Required For Immediate Expenditure Within Authorized Allowances"

Enter "AUTHORITY:" followed by (CTA Nr, TOE Nr, Special Authorization), and "FORSCOM Reg 700-3"

Enter "LOCATION OF AMMUNITION:" followed by clearly defined location of ammunition.

29. Enter related document serial numbers if known, otherwise, leave blank.

30a.-30c. Leave blank

31a.-31c. Leave blank

32. Leave blank

TABLE 3-2 (CONTINUED)

TABLE 3-4. REQUESTING AUTHORIZATION FOR STORAGE OF AMMUNITION ITEMS IN UNIT ARMS ROOM.

(S-A-M-P-L-E)

DEPARTMENT OF THE ARMY  
2D SUPPORT CENTER (CMMC)  
FORT BRAGG, NORTH CAROLINA 28310

(Your Office Symbol)

(Current Date)

MEMORANDUM FOR Ammunition Surveillance Branch (AFZA-RBC-LQ), Fort Bragg, NC 28310

SUBJECT: Storage of Ammunition Items in Unit Arms Room

1. Request authorization to store ammunition items in our unit arms room, IAW AR 190-11 and RBC External SOP, Ammunition Logistical Support. The following items are needed to meet mission requirements for day-to-day operations. Following are the only items authorized to be stored:

<u>DODIC</u>	<u>NOMENCLATURE</u>	<u>LOT NUMBER</u>	<u>QUANTITY</u>
A071	Ctg, 5.56 Ball	LC-89B012-003	200
A363	Ctg, 9MM Ball, M882	MA-91F004-005	45
G950	Grenade, Hand Smk Red	PBA88L001-002	4

2. Items will be maintained IAW AR 190-11, AR 385-64, and RBC External SOP, Ammunition Logistical Support. Items will be stored in

Building # \_\_\_\_\_. This authorization will be valid for one year from the approval date. This office will contact the Ammunition Surveillance Branch 30 days prior to expiration of this authorization to schedule inspection or to submit a new request.

3. Point of contact for this action is SSG \_\_\_\_\_, (COM) 432-XXXX.

SIGNATURE  
(typed first Name, MI, and Last Name)  
(Rank and Branch)  
Commanding

AMMUNITION SURVEILLANCE: Concur/Non-concur

\_\_\_\_\_  
Signature                      Date

\*Note: TWO COPIES OF THIS REQUEST MUST BE SUBMITTED.